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Assistant to DCI

NO CHANGE in Class. ☐

12 August 1955

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Class. CHANGED TO: TS S (C)

Director of Training

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Weekly Summary Report

Date: 31/01/78 By: 008

(Combined Report for Weeks beginning 28 July & 2 August)

### INTRODUCTION

The Office of Training has prepared an outline for the new Operations course at [REDACTED] which is now ready for presentation to the Clandestine Services, and also made tentative revisions in other courses. This week the introductory monograph on Studies in Intelligence went to the printers. The OTR concept of an Agency Briefing and Exhibits Center received the support of the DD/I and the DD/P. The proposal has gone forward to the DD/S. The Air Force has formally requested a second training course for Air Force officers.

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### OTR CATALOG OF COURSES

OTR has received from the printer and distributed the revised pages of the Catalogs. The revisions are in three versions: Headquarters, DD/P field, and one for the DD/I Offices.

### OPERATIONAL TRAINING

1. The Operations School has prepared an outline for the Operations course (integration of Clandestine Methods and Techniques and Clandestine Operations) which it will present to the Clandestine Services Training Committee. Under this outline, the course will run for 17 weeks--with a one-week break. The outline schedules appropriate times for exercise and recreation and makes provision for language students to retain their skills by working on tapes after hours. The schedule emphasizes practical work in operational skills for case officers.

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2. A conference at [REDACTED] explored the possibility of having the Field Training Staff take over the three-week instruction in the Operational Support course, Basic School, that deals with tradecraft and offering the course [REDACTED] because of the training opportunities at the [REDACTED]. The course will provide indoctrination in clandestine methods and techniques to those supporting operations.

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3. The Deputy Director of Intelligence, USAF, forwarded to Chief, FI, a letter of appreciation for the first course offered to a group of Air Force officers (see Attachment A). In a conference on future OTR training programs for the Air Force, the Air Force representative requested 3 October for the next course date and January for a third running. The Air Force would supply 15 officers as students, but of these only 2 would be prospective instructors; it will not in the near future be able to supply its own faculty. A formal request from the Deputy Director of Intelligence, USAF, followed this conference, and a reply thereto is being prepared for the signature of the DDCL. (Please see Attachment B.)

4. On Monday, 1 August, OTR opened a training program, previously agreed upon, for six members of the [REDACTED] who arrived on 30 July. Fort Myer is providing quarters and classrooms. On 1 August, OTR also began a two-week training program for the Director of the [REDACTED] Bureau for the [REDACTED] and his Chief of Operations.

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5. At the 28 July DD/P meeting, the Chief of Operations, DD/P, commended to division chiefs the Seminar Report on Soviet Orbit Operations and asked them to note particularly the recommendation made on organization. He added that the Chief, FI Operations, would discuss the recommendations with the division chiefs.

#### AGENCY BRIEFING AND EXHIBITS CENTER

1. Representatives of both DD/I and DD/P support OTR's concept of a multi-purpose room in the new building for briefing, orientation, and permanent display of intelligence exhibits and installations of lecture and demonstration aids. The room would

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provide a secure center for all types of briefing and lessen the need for duplication of training aids or other fully equipped briefing rooms. It has the additional advantage of offering an excellent briefing room for high-level officials or officers of the Department of Defense. OTR has forwarded its proposal to the Chairman, Sub-committee on Space Allocation, and requested support from the DD/S, who is also Chairman of the Steering Committee on the New Building. (Please see Attachment C.)

2. It is of interest to note that the Intelligence School reports that the present Production Exhibit of the Basic Orientation course, even though it is temporary and periodical, has eliminated the need for an extended tour by its students of the Office of Collection and Dissemination.

#### TRANSLATION OF THE OTR "GLOSSARY OF INTELLIGENCE TERMINOLOGY"

The Office of Training is preparing a sanitized version of its Glossary of Intelligence Terminology for the [REDACTED] who have offered to translate the version and comment on differences in concept. The enterprise will be of mutual benefit.

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#### STUDIES IN INTELLIGENCE

The introductory monograph of the Studies in Intelligence series has gone to the printers and should be ready for distribution toward the middle of September. The monograph will be set up on the linotype. The editor has selected the two articles for the second monograph; they are now in the hands of the authors for final revision.

#### EXTERNAL TRAINING

1. The three CIA members who attended the Guided Missiles Course conducted by the Navy's Bureau of Ordnance placed 5th, 7th, and 19th in a class of 25.

2. A member of an Office of Operations [REDACTED] has requested and received approval to take a course in intermediate

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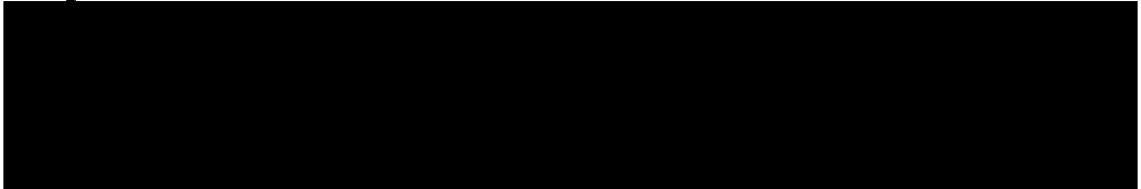
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Russian at a local university.

3. Representatives from the Contact Division, Office of Operations and OTR discussed with the Vice President in charge



### INTELLIGENCE PRINCIPLES AND METHODS NO. 7

Intelligence Principles and Methods No. 7 opened on 25 July with 26 students enrolled. Of these 26, 12 were JOTs from the Office of Training and 3 from IAC agencies. There has been no notable increase in enrollment of students from the DD/I Offices.

### COURSE REVISIONS

1. The next course on World Communism, beginning on 22 August, will run for four weeks instead of three. The extra week has been added at insistent student request for more extensive treatment of the topics already in the course.

2. The Staff of the Basic Orientation course is tentatively proposing these changes in the course: elimination of area surveys; more extensive seminar treatment of the American Thesis; and four new lectures on Scientific Intelligence, Missions and Functions of U. S. Government Agencies with International Obligations, Personnel Services, and Communist Motivation.

### CLERICAL SHORTAGE AT [REDACTED]

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The OTR Support Staff is making vigorous attempts to overcome the serious clerical shortage at [REDACTED]

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a. It is canvassing the Agency to locate typists and stenographers willing to transfer. OTR has guaranteed to replace those transferring to [REDACTED] by assignment of clerical recruits.

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b. It will give the Executive Officer at [REDACTED] the clerical assistance he needs so that he may devote more time to recruiting.

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SIGNED

**MATTHEW BAIRD**

**Attachments A, B, C**

cc: 1 - DD/P  
1 - DD/I  
2 - DD/S

*Hand-Carried  
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15 Aug 55*

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